

# Position Description

Position title:	Executive Office Coordinator
Reports to:	CEO
Location:	Huntly
Band classification:	Band 6-7
Employment status:	Permanent
Hours:	Position may be full or part-time

## About the North Central Catchment Management Authority (CMA)

The North Central Catchment Management Authority (CMA) is the lead natural resource management (NRM) agency in north central Victoria. Our vision is for sustainably managed land, water and biodiversity resources that support productive and prosperous communities now and in the future. Our Mission is that we create natural resource management partnerships and programs that deliver lasting change.

We achieve this through:

- Connecting natural resource management activities;
- Enabling active communities and;
- Supporting sound decisions with knowledge.

We pride ourselves on integrating community values in the planning and coordination of land, water and biodiversity management. To achieve this, we strive to provide a workplace and work practices that embrace and reflect the diversity of our community and support inclusion and participation by everyone. This is supported by a workplace culture built on respect that is inclusive, adaptive and agile.

### Our culture

As a public-sector entity we behave in-line with the seven core values of the Victorian Public Sector, Responsiveness; Integrity; Impartiality; Accountability; Respect; Leadership and Human Rights

In addition to the Public Sector values, we have our own unique set of values – Care; Courage and Connection.

The North Central CMA's values (and supporting behaviours) represent what our communities, stakeholders, partners, and investors can expect from us and also guide our internal interactions.

The foundation of North Central CMA's success is in the behaviours, knowledge and skill of our people. To maintain and exceed current levels of success and to chart our future direction with confidence, it is essential that we continue to employ people who are aligned to our values. Together with the appropriate skills and experience, commitment to our values is required to become a dedicated and valued member of our team.

## Our operating environment

The principal statutory obligations of the North Central CMA are prescribed in the Victorian Catchment and Land Protection Act 1994 and Water Act 1989. The core function of the North Central CMA is the delivery of our accountabilities under the *Catchment and Land Protection Act and Water Act 1994*, which primarily include; Regional planning and coordination; Regional delivery; Statutory functions under Part 10 of the Water Act 1989; and Statutory functions under Part 77 of the Water Act 1989.

The North Central CMA is principally responsible for protecting and improving the health of the region's natural resources in-line with the North Central Regional Catchment Strategy (RCS) and its approved plans and sub-strategies, and delivering on its statutory responsibilities for waterway, rural drainage and floodplain management.

The North Central CMA's strategic direction is guided by Victorian and Australian Government policies including: Our Catchments, Our Communities; Water for Victoria; Protecting Victoria's Environment-biodiversity 2036; Victorian Waterway Management Strategy; Victorian Floodplain Management Strategy; Victorian Climate Change Framework; Living Murray Program, National Landcare Program and Victorian Aboriginal Affairs Framework.

The North Central CMA comprises a Board, which is directly responsible for strategic direction and which has final responsibility for the functions of the Authority.

## Position objective

The purpose of the Executive Office Coordinator is to provide high-level administrative assistance to the CEO, Board, and Executive team.

## Core responsibilities and duties

- Support the CEO in all administrative functions including (but not limited to): diary management, drafting and formatting correspondence, processing mail, organising meetings, screening, prioritising emails and managing task lists.
- Secretariat to Chair, Board and subcommittees, providing administrative support for meetings, workshops, seminars and related forums as required
- Provide support to CMA Chair, including diary management and travel and accommodation arrangements
- Maintain and support the Board's key governance processes and obligations (e.g. meeting planner, policy register, compliance documentation), including sourcing advice for the Board when required.
- Preparation of agendas, recording of minutes and maintenance of action lists for Board, Executive and Leadership meetings.
- Communicate proactively with internal and external stakeholders to maintain the effective running of the Executive Office.
- Managing budgets and completing purchasing for the Executive Office in line with documented delegations.
- Arrange and co-ordinate internal CMA functions, including Board events.
- Support the development and submission of compliance documents including Corporate Plan and Annual Report.
- Provide project support to the CEO, Executive team and the Board.

- Coordinate and liaise with contractors on behalf of the CEO, Executive team and the Board.

### Qualifications

Several years' experience in an Executive Assistant, Office Coordinator, or similar role. Formal qualifications in business or administration would be highly regarded.

### Key selection criteria

- Demonstrated ability to complete a wide range of administrative tasks and to coordinate and deliver outcomes in a professional and responsive manner.
- Ability to problem solve and work with others to achieve broad goals.
- A good understanding of governance, risk and integrity obligations and frameworks applicable to Executive Directors and Board Members. An understanding of public sector governance would be advantageous.
- Proactive approach, demonstrating initiative, and able to prioritise duties with minimal supervision with the ability to achieve objectives within deadline and budget.
- Strong verbal and written communication skills, able to communicate with a variety of people at all levels of an organisation, stakeholders, partner organisations and the public in achieving outcomes.

### Other position requirements

It is expected the incumbent understands North Central CMA objectives within broader government policy.

An appreciation of Federal, State and regional water and environmental policies and strategies, and an understanding of legislative obligations of the Aboriginal Heritage Act 2006 and Traditional Owner Settlement Act 2010 (as applicable to Dja Dja Wurrung and Taungurung Recognition Settlement Agreements) is desirable.

### Relationships

Reports to:	Chief Executive Officer
Responsible for:	Nil direct reports
Internal liaisons:	CEO, Executive team, and other staff Board and sub-committees
External liaisons:	Government departments (State, Federal and Local) Other government agencies Non-government organisations

## **Other relevant information**

### *Diversity and Inclusion*

The North Central CMA acknowledges Aboriginal Traditional Owners within the region, their rich culture and spiritual connection to Country, the contribution and interest of Aboriginal people and organisations in land and natural resource management. We value the unique skills and experience Aboriginal employees bring to our culture and our community and are committed to providing supportive career development opportunities.

The North Central CMA is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is our policy to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please contact the Human Resources Manager.

### *Flexible workplace*

We understand that life balance is an important part of our employees' lives. We offer a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

### *Health and Safety*

Employees are required to carry out their work in accordance with health and safety legislation, and North Central CMA policies and procedures. Employees have a responsibility to exercise reasonable care to protect their health and safety and that of others by following all reasonable health and safety instructions; reporting any incident or hazards; assist in hazard identification, risk assessment and implementation of risk controls; and use PPE provided.

### *Child Safety*

North Central CMA is committed to child safety and all employees are required to abide by the Child Safe Code of Conduct which specifies the expected standards of conduct and appropriate behaviours required when working with and in the company of children. When working with children, employees are required to work in accordance with the Child Safe Standards and North Central CMA policies and procedures.

### *Financial delegation*

The position has a financial delegation of \$2,000.

### *Multi-skilling*

The purpose of a position description is to provide a job summary that can be used to assist in a number of management activities including recruitment, induction, training, performance management, job evaluation, and job design. Position descriptions are supported by, and should be read in conjunction with, other North Central CMA documents such as collective agreements, letters of appointment, lists of duties, policies and procedures, codes of practice and any other materials that provide details about what is to be achieved and how the job is to

be performed. An employee may be directed to carry out such duties as are within the limit of the employee's skills, competence and training, provided that such duties do not promote a narrowing of the employee's skill base.

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*Privacy and Probity*

The collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

If you would like to receive this information/publication in an accessible format (such as large print or audio) please contact us by phone on 03 5448 7124 or email <mailto:info@nccma.vic.gov.au>